



DEPARTMENT OF HEALTH AND HUMAN SERVICES
ALBUQUERQUE AREA INDIAN HEALTH SERVICE



The Albuquerque Area Indian Health Service defines its mission as a commitment to the well-being and cultural integrity of Indian people through a participatory and consultative process.

THE ALBUQUERQUE AREA INDIAN HEALTH SERVICE IS A "SMOKE-FREE" ENVIRONMENT

VACANCY ANNOUNCEMENT

**Amendment No. 1, dated 07-11-06 to include that candidates must submit copy of college transcripts as a required document.
All other information remains the same.**

VACANCY ANNOUNCEMENT NO. AAO-OC-602	OPENING DATE 02-01-06	CLOSING DATE OPEN CONTINUOUS
POSITION TITLE, SERIES, GRADE AND SALARY Medical Officer (Various Specialties)* GS-602-13, \$83,384 per annum GS-602-14, \$95,944 per annum GS-602-15, \$103,707 per annum Special Salary Rates Authorized Under 5 USC 5303* *Specialties include: Family Practice General Surgery Internal Medicine Psychiatry Pediatrics Radiology OB/GYN	LOCATION AND DUTY STATION PHS Indian Hospital, Albuquerque, NM PHS Indian Hospital, Acoma, NM PHS Indian Hospital, Mescalero, NM PHS Indian Hospital, Santa Fe, NM PHS Indian Hospital, Zuni, NM Albuquerque Area Office, Albuquerque, NM PHS Indian Health Centers: Dulce, Laguna, Santa Clara, Cochiti, San Felipe, Santo Domingo and Taos, NM; and Ignacio and Towaoc, CO PHS Indian Health Clinics: Alamo, Canoncito, Isleta, Jemez, Santa Ana, Zia, and Southwestern Indian Polytechnic Institute	

AREA OF CONSIDERATION: All Sources

RELOCATION EXPENSES: Relocation Expenses will be paid.

CONDITIONS OF EMPLOYMENT:

- **NUMBER OF VACANCIES:** This is an open continuous vacancy announcement and applications will be referred when vacancies occur. The open continuous vacancy announcement allows this office to accept applications/résumés on a year round basis and eligible qualified applicants are placed in the Applicant Supply File (ASF). Applications that are complete in accordance with the outlined Agency application procedures will be referred to fill any current and/or future vacancies.
- Positions may be permanent or temporary, term, full-time, part-time or intermittent (work only when called).
- Promotional Potential: Positions may be filled at one of the grade levels listed above. Depending on the specialty and location, some permanent positions have promotion potential.
- The incumbent of this position is subject to call back and/or standby work.
- This announcement is for non-supervisory/non-managerial positions only.
- This position requires that the selected individual obtain and maintain medical staff clinical privileges. If privileges are not obtained or maintained during employment, the employee may be subject to an adverse action, up to and including removal from the federal service.
- Other additional compensation for which a physician may be eligible, in addition to their base salary, are a Recruitment Bonus (maximum of 25% of base pay) and/or Relocation Bonus (maximum of 25% of base pay); Initial or Renewal of Retention Allowance (maximum of 25% of base pay when necessary); Physicians Comparability Allowance, starting at \$6,000 for a one

year contract and maximum of \$60,000 for a two year contract (there is a requirement of meeting new IHS mission specific criteria in certain cases to meet the statutory maximum amounts for the one or two year contract); Physician and Dentist Pay (PDP) in accordance with IHS Title 38 regulations, and an Appointment-above-the-Minimum.

- If you are a male, born after December 31, 1959, and you want to be employed by the federal government, you must (subject to certain exemptions) be registered with the Selective Service System.
- In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selected candidate will be required to submit proof of immunity to the following diseases: Rubella and Measles.
- Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" and/or "Addendum to Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" to determine your suitability for federal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed

DUTIES AND RESPONSIBILITIES:

Provides consultative and/or direct medical services within their specialized areas to both inpatients and outpatients at the hospital. Provides direct care/services to neo-natal, pediatric, geriatric, adolescent and adult patients. Provides consultative and/or direct outpatient services within their specialized areas at field health facilities as assigned. Serves on appropriate hospital committees as directed. Supervises ancillary hospital and field personnel when actually providing direct patient care. Has a high degree of freedom for inpatient care within established guidelines, policies and concepts of good medical practice.

COMPETITIVE AND IHS EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:

Basic Requirements:

Degree: Doctor of Medicine or Doctor of Osteopathy from a school in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation. (A Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States may be demonstrated by permanent certification by the Educational Commission for Foreign Medical Graduations (ECFMG) (or a fifth pathway certificate for Americans who completed premedical education in the United States and graduate education in a foreign country.)

Graduate Training: Subsequent to obtaining a Doctor of Medicine or Doctor of Osteopathy degree, a candidate must have had a least 1 year of supervised experience providing direct service in a clinical setting, i.e., a 1-year internship or the first year of a residency program in an institution accredited for such training. (This one-year of supervised experience may be waived for research or administrative positions not requiring direct patient care.) For purposes of this standard, graduate training programs include only those internships, residency, and fellowship programs that are approved by accrediting bodies recognized within the United States or Canada.

- An internship program involves broadly based clinical practice in which physicians acquire experience in treating a variety of medical problems under supervision (e.g., internal medicine, surgery general practice, obstetrics-gynecology, and pediatrics). Such programs are in hospitals or other institutions accredited for internship training by a recognized body of the American Osteopathic Association (AOA).
- A residency program involves training in a specialized field of medicine in an institution accredited for training in the specialty by a recognized body of the American Medical Association (AMA) or AOA.
- A fellowship program involves advanced training (beyond residency training) in a given medical specialty in either a clinical or research setting in a hospital or other institution accredited in the United States for such training.

Licensure: For positions involving patient care, candidates must have a permanent, full, and unrestricted license to practice medicine in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

Additional Requirements for GS-13 and Above:

The requirements below are grouped according to types of programs—clinical and training, aviation medical, occupational health, disability evaluation, maternal and child health, and research.

- Clinical and Training Programs – Within Federal clinical and training programs, a distinction is made between general practice and specialist positions. General practitioners must be skilled in recognizing various medical pathologies that require referral to specialists for diagnostic and treatment procedures. Graduate training and experience must, therefore, be well rounded. Specialist positions require graduate training and experience related to the specialty and subspecialty of the position

to be filled. Experience may not be substituted for training essential for performing specialized duties. The length and content of residency programs depends upon the specialization and requirements of recognized accrediting American medical specialty boards. These boards are authorized to conduct examinations to determine the competence of physicians in the specialty, to issue certificates of qualification, to participate in evaluating the quality of residency programs, and to determine the requirements for certification.

Specialist Positions:

For GS-13 – 3 years of residency training in the specialty of the position to be filled or equivalent experience and training.

For GS-14 – 4 years of residency training in the specialty of the position to be filled or equivalent experience and training.

For GS-15 – 5 years of residency training in the specialty of the position to be filled or equivalent experience and training.

Candidates can apply within nine (9) months of meeting the residency requirement; however, candidates cannot enter on duty until they have provided written verification of completion of the residency requirement.

PUBLIC HEALTH SERVICE (PHS) LICENSURE POLICY: Each PHS physician must possess and maintain a current and unrestricted license in a State.

TIME-IN-GRADE REQUIREMENTS: Merit Promotion candidates must have completed at least 52 weeks of service no more than 1 grade lower than the position to be filled.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-KSAs described below. **It is to the applicant's advantage to address the following KSA's on a separate sheet of paper.**

1. Skill in providing diagnostic, preventative and/or therapeutic services to patients.
The medical officer is responsible for providing the full range of specialty care to patients by examining, diagnosing, and treating patients. Provides urgent, preventive, chronic and progressive care. Refers and admits patients to contract hospitals for medical care and surgery where the physician has admitting privileges. Requires a working knowledge of the major primary care fields (such as, family practice, internal medicine, obstetrics/gynecology, and pediatrics) to treat a majority of the patients.
2. Ability to establish and maintain rapport and gain the confidence of others.
This is the ability to communicate effectively with patients and families with multiple health problems and of different backgrounds and achieve satisfactory patient outcomes. Ability to work effectively with colleagues and members of other professional health care disciplines to provide quality health care to patients. Ability to orient staff, tribal members, health board and tribal leaders on relevant health care issues.
3. Ability to communicate in writing, including maintaining patient medical records in the SOAP format.
This is the ability to communicate effectively in writing. Updates patient charts by documenting all treatment in SOAP format and in accordance with accrediting body requirements. Also includes ability to make recommendations to improve patient care when deficiencies are identified.
4. Ability to provide leadership.
The medical officer has responsibility for planning and carrying out the work independently. Medical officers must be able to direct the activities of others; such as, directing patient care, coordinating work efforts, resolving operating problems, serving as preceptor for orientation, and collaborating with physician peers and consultants.

WHO MAY APPLY: Federal employment status is not required. U. S. citizenship is required.

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian preference. Current permanent IHS Excepted Service employees and competitive service employees or reinstatement eligible entitled to Indian preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan.

Candidates **must indicate** whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan, or both.

Non-Status Candidates: Applications will also be accepted from non-status candidates (individuals who have never been employed by the federal government) and individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

Vacancies may be filled through Office of Personnel Management's delegated Direct Hire Authority (D.H.A). The Direct Hire Authority has been authorized by the Homeland Security Act of 2002 and Part 337, Subpart B, Title 5 of the Code of Federal Regulations (5 CFR). If filled utilizing D.H.A., the following is applicable: all applicants who meet the basic qualification requirements will be forwarded to the Selecting Official for consideration. The "rule of three", Veteran's preference and traditional rating and ranking of applicants do not apply to the Direct Hire process. **Indian Preference does apply.**

Indian Preference: Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

Veterans Preference: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

Reasonable Accommodations: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Raelyn Pecos, (505) 248-4106. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Displaced Federal Employees Requesting Special Selection Priority Consideration: If you are currently a DHHS (includes IHS) employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS (includes IHS) Career Transition Assistance Program (CTAP).

Career Transition Assistance Program (CTAP) -- To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS (includes IHS) in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position, including any documented selective factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position without undue interruption.

Interagency Career Transition Assistance Program (ICTAP) – If you are a displaced federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Be a displaced federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees:
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF;" or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
 - OR
 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.

5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified for the position, including any documented selective factors, quality ranking factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position upon entry.

Well-Qualified Definition: Surplus or displaced Department of Health and Human Services (DHHS) employees may exercise selection priority for DHHS vacancies in their local commuting area if they apply directly for the vacancy and are determined to be well-qualified.

If filing an application for a noncompetitive action when no official vacancy announcement is being announced, "well-qualified" means that you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and can perform the duties of the position without undue interruption to organizational operations.

If filing an application under a vacancy announcement, "well-qualified" means you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and meet the cut-off score to be referred to the selection official. This score is derived as a natural break resulting from the rating and ranking of all qualified applicants to determine the extent to which candidates possess the knowledge, skills, and abilities (KSAs) required to succeed in the position.

- Only U.S. citizens may be appointed to the competitive service.

WHERE TO APPLY:

Applications MUST be received at the following address:

Albuquerque Area Indian Health Service
Division of Human Resources
5300 Homestead Road NE
Albuquerque, NM 87110

For copies of vacancy announcements, download from the IHS website at www.ihs.gov or Office of Personnel Management (OPM) website at www.usajobs.opm.gov. We do not FAX vacancy announcements. You can also contact **Cora Boone, IHS Physician Recruiter at 1-800-382-3027**.

REQUIRED DOCUMENTATION:

- **Verification of Indian Preference:** Applicants who wish to receive Indian Preference **MUST** submit the **BIA Form 4432**, Verification of Indian Preference for Employment in BIA and IHS Only. This certifies the applicant as Indian as defined by the Indian Health Manual, Chapter 3, Indian Preference, dated March 14, 2001. **Indian preference will not be given unless the BIA Form 4432 is attached to the application/Résumé.**
- OF-306, Declaration for Federal Employment. Form may be downloaded from: http://www.opm.gov/Forms/pdf_fill/of0306.pdf
- To obtain educational credit, applicants must submit a copy of college transcripts.
- Addendum to Declaration for Federal Employment IHS Child Care & Indian Child Care Worker Positions.
- Copy of a current and unrestricted license in a State in accordance with the PHS Licensure Policy.
- SUPPLEMENTAL QUALIFICATIONS STATEMENT - Medical Officer (Various Specialties), GS-13 through 15.
- Geographic Availability form for Albuquerque Area IHS medical facilities.
- See **'HOW TO APPLY'** on the last page, for additional information.

OTHER IMPORTANT INFORMATION:

Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

All material submitted for consideration under this announcement becomes the property of Division of Human Resources and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of

misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for federal employment.

Additional or alternate selections may be made from a promotion certificate within 90 days from the date the selection certificate was issued. The positions to be filled must have the same title, series, and grade, be in the same geographic location and have the same qualification requirements. However, if there are no qualified Indian preference candidates left on the certificate, the vacancy must be re-announced.

EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

DIVISION OF HUMAN RESOURCES CLEARANCE:

/s/Raelyn Pecos
Human Resources Specialist

07/11/06
Date

Addendum to Declaration for Federal Employment (OF 306)
Indian Health Service
Child Care & Indian Child Care Worker Positions

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Item 15a. Agency Specific Questions

Name: _____ **Social Security Number:** _____
(Please print)

Job Title in Announcement: _____ **Announcement Number:** _____

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

- 1) Have you ever been arrested for or charged with a crime involving a child? YES _____ NO _____

[If AYES@, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]

- 2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children? YES _____ NO _____

[If AYES@, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

Applicant=s Signature (sign in ink)

Date

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852.
Please do not send completed data collection instruments to this address.

SUPPLEMENTAL QUALIFICATIONS STATEMENT

Medical Officer, GS-13/14/15

(Please complete this form or provide similar information in your application.)

Name (Last, First, Middle) _____

Birth Date _____

Social Security Number _____

US Citizenship

() YES () NO

Address (Number, Street, City, State, Zip Code) _____

Basic Professional Training (Name and Location of School) _____

Type of Degree (e.g., M.D.) and Date Received: _____

If your degree was received in a school outside of the U.S., have you passed the examination given by the Education Council for Foreign Medical Graduates? () YES () NO

INTERNSHIP: TYPE OF Internship and Specialty _____

Name and Location of Hospital (City and State) _____

Name of Chief of Service or Program Director _____

Dates Attended (Month/Year) from _____ to _____

Date Certificate Received _____

RESIDENCY TRAINING AND FELLOWSHIP: Name of Specialty _____

Name and Location of Hospital (City and State) _____

Name of Chief of Service or Program Director _____

Dates Attended (Month/Year) from _____ to _____

Date Certificate Received _____

OTHER GRADUATE EDUCATION:

Major field of study or program _____

Name and Location of Institute (City and State) _____

Certificate, Diploma, or Degree Received and Date _____

Dates Attended (Month/Year) from _____ to _____

CERTIFICATION BY A SPECIALTY BOARD:

Are you eligible for certification by an American Specialty Board? () YES () NO

Are you board certified? () YES () NO

If your answer to A or B is "Yes," furnish the following:

Name of specialty board _____

Specialty _____ Date of Certification _____

GEOGRAPHIC AVAILABILITY FORM

Please place an **X** next to those locations for which you wish to be considered. These are the Hospitals/Clinics that are located within and serviced by the Albuquerque Area Indian Health Service.

☐ **Acoma/Canoncito/Laguna Hospital**
☐ Laguna Clinic
☐ Tohajilee Clinic
☐ New Sunrise Regional Treatment Center

☐ **Santa Fe Hospital**
☐ Santa Clara Clinic
☐ Cochiti Clinic
☐ Santo Domingo Clinic
☐ San Felipe Clinic

☐ **Albuquerque Hospital**
☐ Santa Ana Clinic
☐ Zia Clinic
☐ SIPI Clinic
☐ Jicarilla Clinic, Dulce

☐ **Southern Colorado Ute**
☐ Ignacio Clinic
☐ Towaoc Clinic

Taos Picuris Health Center

☐ **Mescalero Hospital**

☐ **Zuni Hospital**

MEDICAL SPECIALTY

Place an **X** next to the specialty you wish to be considered. The specialties identified below are what are covered by the open continuous announcement. Your application/resume will be carefully reviewed to determine whether you possess the required knowledge, skills and abilities for specified specialty you select.

☐ Family Practice

☐ General Surgery

☐ Internal Medicine

☐ Psychiatry

☐ Pediatrics

☐ Radiology

☐ OB/GYN

WORK SCHEDULE

Indicate your availability for employment:

Appointment Type	YES	NO
Permanent	<input type="checkbox"/>	<input type="checkbox"/>
Full-Time	<input type="checkbox"/>	<input type="checkbox"/>
Intermittent	<input type="checkbox"/>	<input type="checkbox"/>
Term	<input type="checkbox"/>	<input type="checkbox"/>

Appointment Type	YES	NO
Temporary	<input type="checkbox"/>	<input type="checkbox"/>
Less than 1 month	<input type="checkbox"/>	<input type="checkbox"/>
1 to 4 months	<input type="checkbox"/>	<input type="checkbox"/>
5 to 12 months	<input type="checkbox"/>	<input type="checkbox"/>

Rotating/Shift Work	YES	NO
Weekends	<input type="checkbox"/>	<input type="checkbox"/>
Evenings	<input type="checkbox"/>	<input type="checkbox"/>
Nights	<input type="checkbox"/>	<input type="checkbox"/>

Grade/Pay – The position must pay at least \$_____ per _____ (year, month, day or hour) or be at least a grade _____.

When will you be available for work? _____ (month and year).

Signature

Date

HOW TO APPLY

The federal government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for federal employment.	
Optional Application for Federal Employment – Form Number OF-612 www.opm.gov/forms/pdf_fill/of0612.pdf	Résumé or Other written application format with information requested below. www.opm.gov/forms/pdfimage/of0510.pdf

If your résumé or application does not provide all the information we request, you may lose consideration for a job. Applicants who submit incomplete applications will be given credit ONLY for the information they provide and may not receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

Procedure for using résumé or other written application: Format MUST contain the following information. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

➤ **JOB INFORMATION**

Announcement number, title and grade of the job for which you are applying.

➤ **PERSONAL INFORMATION**

Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes).

Social Security Number.

Country of citizenship.

➤ **EDUCATION**

High School (name, city, state, ZIP code if known), and date of diploma or GED.

College and/or universities (name, city, state ZIP code if known), majors, type and year of any degrees received (if no degree show total semester or quarter hours earned).

To obtain educational credit, applicants must submit a copy of all college transcripts.

➤ **WORK EXPERIENCE**

Copy of latest Notification of Personnel Action (SF-50B) if current or former federal employee.

Highest federal civilian grade held (give job series and dates held)

Work experience (paid and unpaid)

Job title (include series and grade if federal job)

Duties and accomplishments

Employer's name and address

Supervisor's name and telephone number

Starting and ending dates (month and year)

Hours per week

Salary

Indicate if we may contact your current supervisor.

➤ **OTHER QUALIFICATIONS**

Give dates but do not send documents unless requested

Job related training courses

Job related skills, i.e., computer software/hardware, tools, typing speed

Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)

Honors, awards, special accomplishments, i.e., publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

Submit a copy of applicable documents with your application if you are in the following categories:

COMMISSIONED OFFICER	INDIAN PREFERENCE	VETERANS PREFERENCE	FEDERAL EMPLOYEE
➤ Current Billet description ➤ Most recent "Commissioned Officers Effectiveness Report". ➤ Child Care Statement Form ➤ Applicable Licensure and/or Certifications	➤ Verification of Indian Preference for employment, Bureau of Indian Affairs (BIA) Form 4432. ➤ Current employees of National Programs-Albuquerque, Albuquerque Area, or Nashville Area may state that proof of certificate of Indian preference is on file in their Official Personnel Folder (OPF). ➤ Preference will not be given unless a copy of the BIA Form 4432 is attached to the application.	➤ Certificates of Release or discharge from Active Duty, VA form DD-214, and/or ➤ Application for 10-point Veterans Preference, Form SF-15 and supporting documents. ➤ To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connect disability. ➤ Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.	➤ Latest Notification of Personnel Action, SF-50B verifying civil service status, grade, etc. ➤ Current performance appraisal. ➤ Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status, is attached to the application.